
From: DiNatale, Margaret (DPH)
Sent: Wednesday, July 18, 2007 11:41 AM
To: Han, Linda (DPH); Nassif, Julianne (DPH)
Cc: Caloggero, Dina (DPH); DiNatale, Margaret (DPH); Gilchrist, Mary (DPH)
Subject: pending corrective actions
Attachments: Report of Pending Corrective actions 071807.doc

Hi Dr. Han and Julie,

I need your assistance following up on some corrective actions. Back in May, I sent an email to the Supervisor and Director for each pending corrective action and requested that either the corrective action be completed or we meet to discuss the next steps. Most Supervisors scheduled a meeting and we discussed the next steps.

It has been a month since those meetings and now that we are transitioning to a new QA/QI program, I need your assistance with the next phase of follow up. We used to deal with these during the monthly QA/QC meetings and now that we are phasing out these monthly meetings, we need to develop a new mechanism to track and follow up on corrective actions. I'm open to your suggestions.

I've put together a chart summarizing the last communications between QA and the Lab Supervisor. If you have any questions, please send me an email or call me at ext. 6243.

Thanks,
Peggy DiNatale